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COMIDENTIAL

12 Dec 50

Assistant to Deputy for Administration

Deputy Assistant Director for Operations

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Change in T/O.

Memorandum to Administrative Officer, The Chief, General Services Branch dated 9 November 1950, subject: Cleaningcopy attached hereto.

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l. The located at consists of an operations building having approximately 10,275 square feet of floor space with heating plant and air conditioning system. a shop and storage building of approximately 385 square feet, a garage and emergency generator shed of approximately 1,120 square feet, an antennes field of 95 seres, plus laws, shrubs, incinerator, etc.

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2. Custodial help now provided the consists of one full time custodian and one custodian-chauffour who can devote only onehalf of his time to custodial duties. The two additional chauffenus sion and devote their entire work week to driving duties.

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the station on 1 April 1950 have clearly demonstrated that the one full-time and one part-time custodian are incapable of providing adequate care and maintenance of the _____ Obviously, excessive deterioration of this valuable government property can be expected to occur unless sufficient custodial services are provided. It is believed that one additional, full-time custodian would enable the to adequately maintain all buildings and grounds with the possible exception of the antenna field which may require servicing

3. Actual experience and close observation since activation of

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about once yearly on a contract besis. h. It is therefore requested that the T/O of the

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be increased by one custodian. CPC-b at the earliest practicable date.

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Attachment

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7 Dec 1950 DISTRIBUTION: Addressee: Orig & 1

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